

	<b>Johnson Space Center Policy Directive</b>	JPD No.: 8021.1D
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		Expiration Date: 4/8/2014

**Verify that this is the correct version before use**

Compliance is Mandatory

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## IN-FLIGHT PERSONAL EQUIPMENT FOR JSC AIRCRAFT OPERATIONS

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**Responsible Office: Flight Crew Operations Directorate**

### **1. POLICY**

#### **1.1 Purpose**

To prescribe the policy and assign the responsibilities necessary to ensure appropriate control and handling of protective in-flight clothing and personal equipment used in conjunction with aircraft operations.

#### **1.2 Policy**

- a. A central point has been established within the Flight Crew Operations Directorate for the requisitioning, storage, reissue, and turn-in of personal in-flight equipment.
- b. Personal in-flight equipment will be issued for use during the period of time that personnel are assigned on flight status, and will be turned in upon termination of flight authorization.
- c. Except as noted below, personnel will turn in personal in-flight equipment prior to separation from JSC.
- d. Civil service and military personnel transferring to another NASA Center may with the concurrence of the Director, Flight Crew Operations, and the approval of the Contracting Officer for the Aircraft Operations Maintenance Contract, retain custody of personal in-flight equipment and have records transferred to the gaining Center.
- e. Upon separation from JSC, all personnel with flight status will clear the Personal Equipment Office, and turn in personal in-flight equipment in order to be properly relieved of responsibility.

#### **1.3 Damages, Loss, or Destruction of Government Property:**

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420A (MS Word August 28, 2006) (Revised May 30, 2007)

a. Employees' responsibility for personal in-flight equipment is as follows:

Each employee is responsible for the proper use, care, and protection of all Government property under his or her custody and control. A Government employee may be subject to disciplinary action for any loss, damage, or destruction of Government property resulting from employee's negligence, misuse, dishonesty, or wanton and willful misconduct. Taking disciplinary action does not prevent the Government, in appropriate situations, from enforcing other remedies which may be available to it, such as asserting a claim against the employee. If such action is deemed warranted, the Chief Counsel will provide guidance. If disciplinary action is recommended, the matter will be referred to the employee's supervisor who should contact the Human Resources Office for guidance.

An employee will not be held liable for the loss, damage, or destruction of property resulting from the employee's performing or failing to perform an action because of a reasonable error in judgment or because of a physical limitation.

b. Employees may be relieved of responsibility for lost equipment as follows:

- 1) Expendable. Certification by the individual that the equipment has been lost and, if found, will be turned in to the Government.
- 2) Nonexpendable. Certification by the individual and approval by the director, program manager, division chief, or chief of a separate office to which the individual is assigned (or by the contract supervisor in the case of contractor personnel) that the equipment was not lost through negligence of the individual.

## **2. APPLICABILITY**

This directive applies to all JSC civil service and contractor employees participating in aircraft operations.

## **3. AUTHORITY (All document citations are assumed to be the latest version unless otherwise noted.)**

Federal Acquisition Regulation (FAR), Part 45, Government Property

## **4. APPLICABLE DOCUMENTS (All document citations are assumed to be the latest version unless otherwise noted.)**

FAR, Part 45 NASA FAR Supplement (NFS) Part 1845

## **5. RESPONSIBILITY**

- 5.1 The Director, Flight Crew Operations. Responsible for the Center-wide implementation of this directive. Specific responsibilities include designation of an organizational element within the Flight Crew Operations Directorate to operate the Personal Equipment Office and the publication of instructions necessary for the operation of the Personal Equipment Office. The Director, Flight Crew Operations, will approve requirements for items of individual issue based upon in-flight duties. (Note: The JSC aircraft maintenance contractor, under the technical management of the Chief, Aircraft Operations Division, is the designee to operate the Personal Equipment Office.)
- 5.2 Human Resources Office. Establish procedures to ensure that civil service personnel with flight status clear the Personal Equipment Office prior to separation from JSC.
- 5.3 All Center Organizations.
- a. Provide the Director, Flight Crew Operations, with names and justification for the flight of individuals required to fly in JSC aircraft. The list will be submitted semiannually during the periods June 1-15 and December 1-15, with interim updates as requirements change.
  - b. Ensure that contractor and military personnel required to be on flight status clear the Personal Equipment Office prior to leaving the Center.

## **6. DELEGATION OF AUTHORITY**

The Director, Flight Crew Operations, is delegated signature authority for all procedures related to managing in-flight personal equipment for JSC Aircraft Operations.

## **7. MEASUREMENT/VERIFICATION**

Aircraft Operations Directorate shall audit directive process for compliance.

## **8. CANCELLATION/RECISION**

JMI 8021.1C, 10/18/04.

*Original Signed By:*

Michael L. Coats  
Director

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## ***Appendix A Definitions***

- a. **In-Flight Personal Equipment:** Items of individual clothing and equipment necessary to conduct in-flight aircraft operations. Personal in-flight equipment includes but is not limited to flight helmets, boots, suits, jackets, gloves, underwear, oxygen masks, helmet bags, full-pressure suits, navigation calculators, sunglasses, hack watches, and flashlights.
- b. **Expendable Personal In-Flight Equipment:** Items with a cost to the Government of \$100 or less, or items determined by the Director, Flight Crew Operations, to be of short lifetime and to warrant simplified procedures for relieving receipt holders of responsibility.
- c. **Nonexpendable Personal In-Flight Equipment:** Items other than expendable.